

INSTRUCTIONS FOR PROPOSERS

I. INTRODUCTION

Northwest Indiana Regional Development Authority (“NWIRDA”) is soliciting proposals from qualified planning firms to implement a federally sponsored Transit Oriented Development (“TOD”) Pilot Planning project in support of TOD efforts for the West Lake Corridor communities of Hammond, Munster and Dyer.

II. PROJECT DESCRIPTION

A description of the work scope can be found at the NWIRDA’s website, www.in.gov/rda (Go to “RFP/RFQ”)

III. OBLIGATION OF PROPOSERS

1. Review all materials provided by NWIRDA pertaining to this request for proposals. Request clarification on any items which are not clear, or appear to be incorrect or in conflict with other items or with any applicable law, regulation, or ordinance.
2. Complete, sign and return all forms and certificates provided with the Proposal Package, including the Certificate of Qualifications.
3. It shall be implied by proposing:
 - (a) That the proposer believes it has the necessary skills, personnel, equipment, and facilities to fulfill all contractual requirements of this Project, and that the proposer is properly licensed and will comply with all federal, state and local laws and ordinances regarding the performance of this Project.
 - (b) That the proposer has discussed the insurance requirements with its agent and will be able to provide the required insurance.

IV. SUBMISSION OF PROPOSALS

A sample copy of NWIRDA’s contract for professional and consulting service will be provided at time of consultant selection. Prospective Consultant should keep in mind that the selection process and contract will include various federal and state contracting requirements associated with the use of federal, state, and local funding.

1. A proposal is solicited for all work on this project as shown in the documents within the Proposal Package.

All technical questions should be directed to the attention of Sherri Ziller, Chief Operating Officer sziller@rda.in.gov

All questions must be submitted via email. **Questions via telephone or person to person are not accepted.** All questions must be submitted no later than 5:00 pm on March 4, 2016. Questions submitted after that time and date will not receive a response.

One electronic and six complete proposals are to be submitted, at least one of which shall contain original signatures, to the Chief Operating Officer no later than 2:30 p.m., local time, on April 1, 2016. Proposals will be mailed or hand carried to:

Northwest Indiana RDA
Attn: Chief Operating Officer
9800 Connecticut Drive
Crown Point, IN 46304-3514

Proposals received after that time will be refused and returned unopened to the sender. Proposals are to be submitted in a sealed opaque envelope, within an outer mailing envelope, clearly marked in bold **“TOD Consulting Services”** on the outside of the envelope that contains your proposal information. No proposals can be withdrawn for a period of ninety (90) days after the proposals are opened.

2. Technical and Price Proposals

Firm shall submit its Proposal in **two separate parts**: Technical and Price:

Technical Proposal Requirements: In order for a firm’s Technical Proposal to be considered, the firm must:

- (a) Submit one (1) original and five (5) copies of its Technical Proposal.
- (b) Prepare a Technical Proposal providing a description of the firm’s qualifications and approach to project services. The Technical Proposal shall provide, at a minimum, the following sections:

Project Understanding / Technical Approach

The firm shall specifically describe their understanding and technical approach to the requirements of this project.

Project Management / Execution Plan

The firm shall provide a detailed Management / Execution Plan which details the proposed staffing plan, schedule, and methods and approach to organize, directly administer, and manage the Project, addressing each task described in Scope of Services.

Qualifications of Project Personnel

- Firm's organization chart
- Proposed Project Manager and their related experience, education, professional licenses and other qualifications.
- List of additional key personnel proposed to be assigned to the project, including their experience and educational backgrounds
- Organizational make-up of the project team
- Address and location of the firm's office responsible for this project
- Officer of the Firm designated as sponsor of this project

Price Proposal Requirements: In order for the firm's Price Proposal to be considered, the firm must:

- (a) Submit one (1) original and five (5) copies of its Price Proposal.
- (b) Firm's Price Proposal shall be complete and submitted on the NWIRDA's Standard Fee Structure, of which a copy can be found at the NWIRDA's website, www.in.gov/rda (Go to "RFP/RFQ")

This form must indicate man-hours for each classification of individual and for each phase of work with all costs shown including the cost of the insurance required in the General Provisions, Optional Pricing, and Testing Lab Pricing.

Interviews

The NWIRDA may, at its sole discretion, interview any firm to confirm technical understanding and approach to the project. Interviews may be conducted at any time during the proposal evaluation process.

3. Evaluation Methodology

The NWIRDA's consideration for an award of a Consulting Planning and Engineering Services contract will be made on a qualifications basis (Brooks Method) as follows:

- (a) Project understanding/Technical Approach
- (b) Project Management / Execution Plan
- (c) Qualifications of project personnel. Proposer must provide organization chart for project team stating qualifications of key members.
- (d) Demonstrated efficiencies in managing projects similar to this Project with minimum overhead and maximum productive hours.
- (e) Demonstrated capability to properly and timely complete the Project.

A “short list” of at least three (3) potential Consulting Services Firms will be developed and further questions or scheduled interviews may be arranged. A preferred Consulting Services Firm will be identified by NWIRDA. If NWIRDA and the Consulting Services Firm are unable to come to terms, the next most preferred Consulting Services Firm will be offered the same opportunity, and so on until a contract is consummated.

Alternately, NWIRDA (with input from the communities of Dyer, Munster and Hammond) may elect to offer a proposer a contract without interviewing or negotiating with any of the proposers if, in the mutual opinion of NWIRDA, the best possible technical proposal has been put forth by the chosen proposer.

The NWIRDA has selected a group of personnel from the affected “West Lake” communities of Dyer, Munster and Hammond to act as a proposal evaluation team. This team, consisting of one or more team members, will be responsible for evaluating proposals with regard to compliance with RFP requirements. All evaluation personnel will use the evaluation criteria stated in Section IV. The NWIRDA will, in the exercise of its sole discretion, determine which proposals offer the best means of servicing the interests of the NWIRDA and the affected communities. The exercise of this discretion will be final.

4. Statement of Offer

- (a) Proposal must state that offer is good for ninety (90) days, and that the proposer is prepared to enter into an agreement consistent with the provisions of NWIRDA's Form Contract and the terms of this RFP.
- (b) Proposal must be signed by an individual authorized to bind the firm.
- (c) Proposal must also include the name, title, address and telephone number of individuals with authority to negotiate and contractually bind the company, and who should be contacted during the period of proposal evaluation.
- (d) Proposal must include all forms, certificates, etc. provided with this RFP. Forms which have signatures for both “will comply” and “will not comply” shall be deemed equivalent to no signature, as the proposer’s intent will not be clear. Such actions may render the proposal non-responsive.

V. ACCEPTANCE OF PROPOSALS

1. Award of the contract will be made to that responsive, responsible firm whose overall Proposal, in NWIRDA’s judgment, best meets the technical content and other factors of the RFP. Accordingly, all firms should include their most favorable terms in their Proposals. NWIRDA reserves the right to:

- (a) Award a contract to a qualified firm without discussion of such Proposals;
- (b) Waive informalities or minor irregularities in the Proposals;
- (c) Reject any and/or all Proposals; and

- (d) To negotiate any component of a Proposal with any firm.

We expect to award this contract on or after May 22, 2016.

2. In the event that the required Forms and Certificates, listed below in Section VI. CERTIFICATES AND EXHIBITS, are not completed accurately and fully as required by the Federal Transit Administration (FTA), NWIRDA will deem the Proposal to be non-responsive and will not consider it for further action.

VI. CERTIFICATES

All certificates are to be completed fully, accurately and notarized if required. Your packet should contain the following certificates:

- A. Eligible Bidder Certificate
- B. Lower Tier Certificate
- C. DBE Certificates
 - a. DBE Affidavit Prime Contractor
 - b. DBE Affidavit 10.56%
 - c. DBE Letter of Intent
 - d. DBE Nondiscrimination Certificate
 - e. DBE Unavailability Certificate
 - f. DBE Utilization Plan
- D. Restrictions on Lobbying Certificate
- E. Drug Free Workplace Certificate
- F. Certificate of Qualification
- G. Form 96

Obtain these Certificates at the NWIRDA's website at www.in.gov/rda (Go to "RFP/RFQ")

Should this packet not contain these items, please contact the Chief Operating Officer for assistance.

VII. DBE

NWIRDA's Disadvantaged Business Enterprise (DBE) goal is ten and 56/100 (10.56) percent. All submitters are required to make a good faith commitment to achieve this goal.

It should be noted that under no circumstances should any DBE Form be marked N/A or Non-Applicable. Should your company choose to do so your proposal will be deemed non-responsive.

DBE questions should be referred to:

Sherri Ziller
NWIRDA
9800 Connecticut Drive

Crown Point, IN 46307
(219) 644-3500

VIII. DOCUMENT REQUIREMENTS

1. BOND REQUIREMENTS

- (a) No Bid Bond is required for this proposal.
- (b) No Performance Bond is required for this proposal.

2. INSURANCE REQUIREMENTS

- (a) Comprehensive General Liability Insurance
- (b) Workers' Compensation Insurance
- (c) Automobile Liability
- (d) Professional Liability Errors and Omissions

Within ten (10) calendar days after the Notice of Award is issued and prior to issuance of Notice to Proceed, the successful firm shall deliver to NWIRDA a Certificate of Insurance evidencing the insurance coverages specified in the General Provisions. Failure to furnish the Certificate within the time specified herein may result in the cancellation of the Notice of Award.

IX. PRE-PROPOSAL MEETING

NWIRDA will decide if a meeting is necessary after the question period is closed and will notify interested parties. If held, the tentative date would be 10:00 AM, local time, March 21, 2016.

X. SAFETY

This project will require consultant to comply with all applicable local, state and federal safety standards. Specifically, all OSHA Standards for the Construction Industry must be followed.

XI. LOCAL PERMITS/INSPECTIONS

Not applicable to this Agreement.

XII. TENTATIVE SCHEDULE

Advertisement:	February 17, 2016 and February 24, 2016
Final Submission of Questions:	5:00 PM. local time, March 4, 2016
Response to Questions:	5:00 PM. local time, March 11, 2016
Proposals Due:	2:30 PM. local time, April 1, 2016
Oral Presentations (if necessary):	April 3, 2016 – April 25, 2016
Proposal Award:	On or after May 22, 2016